

NASA Glenn Research Center  
Cleveland, Ohio

February 4, 2008

TO: Glenn Civil Service Employees

FROM: CF/Chief, Office of Human Capital Management

SUBJECT: eOPF Benefits

NASA is preparing to roll out the Electronic Official Personnel Folder (*eOPF*) system Agency-wide to all civil servants. *eOPF* is an online version of your paper OPF, documenting your civil service employment history from new hire to separation in an easily accessible and searchable format. *eOPF* is one of 25 mandated Presidential e-Government Initiatives.

NASA's Office of Human Capital Management (OHCM), in cooperation with the Office of Personnel Management (OPM), is responsible for implementing this initiative for the Agency.

OPM is the official owner of your OPF, and NASA OHCM is the authorized folder custodian. With the deployment of *eOPF*, established record-keeping standards will be followed Governmentwide, improving consistency and promoting efficient and effective maintenance and transfer of personnel records.

*eOPF* provides many valuable capabilities and benefits to the Agency and its employees not available with traditional paper folders.

- **Easy Online Access**  
Your *eOPF* is available digitally over the Internet. You no longer have to find time to go to your Center's OHCM office to review your OPF.
- **Improved Security**  
Your *eOPF* is actually safer than a hard copy. The system has multiple security layers, encryption, and automatically feeds new actions into your *eOPF*. Document loss, misfiling, or maintenance errors are much less likely.
- **Automatic Notification of Personnel Actions**  
When a new personnel action is placed in your *eOPF*, you are sent an automatic email letting you know that an action has been added. No waiting.
- **Transfer of *eOPF* to Another Center or Agency**  
Transfer of your *eOPF* from Center to Center or agency to agency has never been easier. What used to take days now happens in minutes. Your *eOPF* is transferred electronically to another Center or any agency using *eOPF*.

*eOPF* will be administered as part of the Agency's Human Capital Information Environment (HCIE), an application to transform and improve the way you review your HR benefits. Should you have questions about *eOPF* or the location of any of your personnel documents, please contact one of your organization's OHCM representatives. Thank you in advance for your cooperation and support in this important initiative.

/s/

Carol A. Wessel